

COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes of Public Meeting

July 10, 2001

The meeting of the Colusa County Children and Families Commission was called to order at 3:14 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa, California. Commissioners Barbara Hankins, Nolan Gonzales, Delores Gomez, and Nancy Parriott were present, constituting a quorum. Commissioner Scofield was delayed and arrived at 3:55 p.m.

Items discussed in accordance with the publicly posted agenda were as follows:

1. Approval of Minutes: June 12, 2001 Minutes of Public Meeting

Minutes were reviewed. Commissioner Hankins moved to approve the minutes as presented; motion seconded by Commissioner Gomez. The motion was passed unanimously by voice vote (4/0).

2. Review Outstanding Invoices and Approve Payment of Expenses

An invoice and monthly status report was presented by Charlette Lauppe, DBA A to Z Consulting for professional services rendered to the Commission during the month of June 2001. Invoice #00010 for \$5540.00 professional fees and \$672.91 for expenses for a total invoice of \$6212.91.

Ms. Lauppe presented the Monthly Financial Summary Report and explained that the report reflected expenses from May 1, 2001 through June 28, 2001 because those expenses were not paid and posted to the green bar report from the Auditor's Office until this report. Interest for Proposition 10 funding for the 4th quarter will not be posted to the account until August 2001. This was explained by Peggy Scroggins, Auditor's Office, as there is a two-month delay in posting. Ms. Lauppe said that she expects the interest payment to be good, as the balance in the fund at this time is \$829,236.77 and is high because grantees are just beginning projects and have not invoiced for payment. The interest will assist with funding the mini grants that the Commission is in the process of planning.

March and April Proposition 10 allocations were deposited to the account and show an increase in revenue of about \$6,000.00. Commissioner Parriott stated that Proposition 10 funds were supposed to decline over time, and asked if there was an explanation for the increase. Ms. Lauppe said there was no explanation available except that perhaps whether or other financial issues had caused the increase. Commissioner Hankins added that perhaps many who had vowed to stop smoking at the beginning of the year had failed, and then returned to smoking. This would follow a four-month cycle and may explain the increase in revenue.

Commissioner Parriott asked what impact the May Revise may have on Proposition 10 funding? Ms. Lauppe said that this was a big topic at the May and June Association meetings and that the State Commission voted not to allow Proposition 10 funds be taken to supplant funds diverted from the Department of Health and Human Services for General Funds to help pay for the energy crisis facing Governor Gray Davis at present. The State Commission stated that it is illegal to use Proposition 10 funds to supplant and that they would fight to stop any movement in that direction. She explained that the State Commission is trying not to enter into a funding battle with Health and Human Services as they are a strong partner and supporter of Prop. 10. If the Governor continues with efforts to reduce Prop. 10 funding, the State Commission will take stronger steps to protect the funds. Part of the protective measures include the acceleration of the School Readiness Initiative and getting funds into programs.

Commissioner Parriott asked how much time was left on the contract with A to Z Consulting for professional services. Ms. Lauppe stated that the total November 2000 through June 2001 payments by Commission to A to Z Consulting was \$44,270.00. Of the \$60,000.00 contract that began November 15, 2000 there is \$15,730.00

remaining in the budget to be distributed through the remaining four and a half months of the contract. Commissioner Parriott asked that contract negotiations be placed on the August agenda so that a new or continuing contract will be ready by November 2001.

Commissioner Hankins moved to approve expense items as presented; motion seconded by Commissioner Gomez. The motion was passed unanimously by voice vote (4/0).

3. Approval of Contract Agreement revisions for Grantees

Commissioner Scofield joined the meeting.

Ms. Lauppe explained that six of the eight Contract/Agreements had been signed and that she was meeting with a representative from Colusa County Office of Education to discuss a proposed change to the Contract/Agreement for the Family Start Project. The agreement for Helping Us Get Started (HUGS) was being reviewed by County Counsel, Don Stanton, for approval of signatures by Colusa County Health Department. At this time there were no revisions to be reviewed by the Commission. Ms. Lauppe stated that if any revisions are negotiated, that those Contract/Agreements must be brought back to the Commission for review and approval.

No action necessary at this time

4. Public Comment and Unscheduled Matters

Commissioner Scofield expressed concern with items recorded in the California Children and Families Association (CCAFA) minutes included in the Commission Meeting Packet. Commissioner Parriott explained that she had similar concerns and that Ms. Lauppe had addressed the State Commissions position earlier in the meeting. Ms. Lauppe reviewed the position and added that the Association was ready to support a letter campaign to the Governor against reducing Prop. 10 funding, and that if that should be necessary that all Commission members would be urged to write letters.

Ms. Lauppe announced that the Annual Statewide County Commission Conference was scheduled for San Diego on March 20 & 21, 2002. She distributed a "Save the Dates" flyer to the Commissioners and asked them to consider suggestions for workshops specifically for County Commissioners attending the conference. Commissioners will complete a survey of suggestions to be returned via email by July 16, 2001 to Ms. Lauppe.

Commissioner Scofield asked that the Commission meeting date for the August meeting be changed because several Commissioners would not be able to attend on the regular date. Commissioners agreed to meet Tuesday August 21, 2001 at the regular time. Commissioner Parriott will reserve the conference room at Health and Human Services and prepare a projector for a Power Point presentation.

Commissioner Gomez asked if a fence was being constructed at Maxwell Elementary School with the intent of closing the playground for access by the public after school. Commissioner Parriott said that a fence was being planned, however the intent was to close school ground access during school hours for the protection of students and staff. All gates would be open after school to allow public access to the playground. The protection measures were being taken due to the incidents of violence during recent years across the nation. The Maxwell School Board felt that the school was very vulnerable because of the close location to I-5.

5. 2001/2002 Budget

Ms. Lauppe presented a Budget Packet FY 2001/2002 and stated that the packet was for information only to begin budget discussions. The Budget Justification section projected revenue/income for the coming year that would be available for program, actual funding for projects, and implementation, actual funding used to implement Prop. 10 in Colusa County. Commissioner Scofield expressed concern that the report was misleading and requested the report be brought back with additional columns to indicate allocated and unallocated funding to give a more clear idea of how much budget the Commission would have to work with during the year. Ms. Scofield said that at

this time all Prop. 10 funds were designated for grants programs and the mini grant funding that the Commission is working on currently. Ms. Lauppe will revise the report as recommended and bring back to the next meeting.

The next report presented by Ms. Lauppe was a budget for office set up tracking Total Allocated cost of \$5,300 set aside as the maximum budget to be used to set up the Commission office FY2000/01. Ms. Lauppe reported that the Total Actual cost for office set up was \$3,615. She contributed the lower budget due to not having to purchase filing cabinets. At this time Stewart Knox, Career Resource Center, has made filing cabinets available on loan. She estimates office cost for this year at \$4,000.

Ms. Lauppe presented an Annual Budget Tracking 2000/2001 spreadsheet showing a breakdown of administrative costs for the year closing.

The final report in the packet was a rough draft copy of the County Revenues and Expenditures section from the Annual Report being developed by the Evaluation Committee for the State Commission. Ms. Lauppe explained that the Total Cash Revenue for Colusa County Prop. 10 funds was 875,838.23 with Total Cash Expenditures of \$490,581.94 leaving a fund balance of \$385,256.29. Commissioner Scofield reiterated that this balance is already designated to fund years two and three of successful grantee programs leaving a zero balance for Uncommitted funds leaving no sustainability reserve at this time. Ms. Lauppe said that she thought the balance was the sustainability reserve, but after Commissioner Scofield's explanation she was unsure and would ask for technical assistance to clarify the definition. The Commissioners wanted to be sure of the correct definition to complete the report in the future.

6. Kit for New Parents Personalization for Colusa County

Ms. Lauppe stated that the Kit for New Parents debut had been rescheduled from July to September 2001 because Chairman Rob Reiner felt that July was not a good month to introduce a new product to the public. He felt that so many were on vacation during the summer and that September would offer better access to a wider audience.

Ms. Lauppe presented a possible plan for resource materials to be added to the kit. Items recommended would make a "Safety Kit" that would be added to the kits at the fulfillment center before being shipped to Colusa County. Child Safety Made Easy Book, A Simple Test Kit, Poison Control Magnet and Poison Control Stickers were included in the Safety Kit with a cost estimate for the project of \$2,200. All resources would be ordered in English and Spanish in appropriate ratios for distribution to families. Commissioner Scofield suggested that low cost, no cost items be researched. Ms. Lauppe added that the Resource Directory being coordinated by Roy Martins will be a definite addition to the kit. She also stated that a decision on what to add to the kit for Colusa County will not have to be made until about October as indicated by Nicole Kasabian, State Commission Media Consultant, Ms. Lauppe said.

7. Report from Executive Director

Charlette Lauppe gave Executive Director report. Please see attached Executive Director's Report:

Ms. Lauppe reported that six of the eight Contract/Agreements had been signed and she reviewed the site visit process used to visit each grantee this month to begin sound communication lines for each project.

Ms. Lauppe stated that she has requested technical assistance from TASC to help with two necessary projects facing the Commission in the next few months. She has requested a consultant to assist planning and facilitation of a retreat meeting for the Commission to review and revise the Strategic Plan. This necessary update needs to be completed before September 12, 2001 the anniversary of the Strategic Plan Adoption. A second request was sent to Cindy Keltner, TASC requesting a consultant to assist with a review of fiscal reports being used for the Commission at this time, and recommendations to make reports align with information necessary for documentation for the Annual Audit due in October 2001.

8. Transportation Barriers and Solutions

Commissioner Scofield asked that this item be continued at the next meeting.

9. Mini Grant Funding

Commissioner Scofield asked that this item be continued at the next meeting and that Ms. Lauppe email materials to each Commissioner for preview for the next meeting.

10. Adjournment

The meeting was adjourned at 5:20 p.m.

The next meeting will be held on Tuesday, August 21, 2001 from 3:00 – 5:00 p.m. in the Department of Health and Human Services Conference Room at 251 E. Webster Street, Colusa.

Minutes prepared by Charlette Lauppe, Executive Director to the Commission.

Attachment A: July 10, 2001 Financial Report

Attachment B: Invoice #00010 Charlette Lauppe DBA A to Z Consulting

Attachment C: July 10, 2001 Executive Director's Report

Attachment D: "Save the Date" State Commission Convention 2002 handout and survey

Attachment E: Budget Proposal Packet

Attachment F: Kit for New Parents Proposal

Attachment G: June 20, 2001 Minutes of CCAFA

Attachment H: June 21, 2001 Highlights of State Commission Meeting